# Form 11: Proxy appointment form

*Section 102(3), Unit Titles Act 2010*

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| --- | --- |
| To: |  [***name of person authorised to receive proxy appointment form***] |
| Unit plan: |  [***reference number***] |
| Body corporate number: | [***number***] |

Proxy appointment

We/I *(select one)*, [***full name, address***], being the owner/owners *(select one)* of [***principal unit***] and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, appoint [***full name***] as my/our *(select one)* proxy for the purposes of the general meeting of the body corporate to be held on [***date***].

If the general meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

Motions

*Complete the following table:*

|  |  |  |
| --- | --- | --- |
| **Motion** | **Type of resolution** | **Direction on resolution** |
| [*summarise the motion*] | [*State whether the motion requires an ordinary or special resolution and whether, if passed, the resolution would be a designated resolution.*] | [*State if the eligible voter wishes to direct how the proxy votes on the resolution. For example, for, against, abstain.*]  |

|  |  |
| --- | --- |
| Signature of eligible voter: | [***signature***] |
| Name of eligible voter: † | [***name***] |
| Date: |  [***day, month, year***] |

Notes

1 This proxy appointment expires at the end of the general meeting referred to in the form or, if that meeting is adjourned, the end of the reconvened meeting.

2 The full text of motions is contained in the notice of general meeting, a copy of which should be provided to the proxy.

3 Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been paid.

4 If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.

5 If the unit is owned by more than 1 person, every owner must sign the form.

6 If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy

7 The chairperson of the meeting is not required to ensure that your proxy follows any direction on resolution set out in the form.

8 When entering a direction on resolution, you can use statements such as (*for example*):

* I am for (*which means you support*)
* I am against (*which means you do not support*)
* I abstain (*which means you decline to vote either for or against the motion*)

9 It is recommended that you provide the instructions in this form to your proxy before delivering it to the body corporate in the manner required.